



RANCHO LOS AMIGOS
NATIONAL REHABILITATION CENTER

Student Worker

Posted 3/3/2014

Rancho Los Amigos National Rehabilitation Center is an internationally renowned provider of choice in the field of medical rehabilitation and research. *U.S. News and World Report* consistently rank us among the top rehabilitation hospitals in the United States. Rancho's Nurse Administration Office is currently seeking a highly qualified individual to fill a Student Professional Worker vacancy.

Essential Job Functions:

- Greets and offers assistance to individuals entering the department or unit
- Screens, and takes messages on incoming telephone calls, and provides general information
- Assist with filing, copying, and maintaining records
- Maintains reports, records, and correspondence

Desirable Qualifications:

- Excellent customer service and organizational skills
- Self-directed and able to work independently and with others to accomplish duties
- Strong written and oral communication skills, including telephone etiquettes
- Produces an accurate, thorough and speedy work product
- Excellent filing, typing, photocopying and computer skills with a working knowledge of Microsoft Word, Excel, PowerPoint

Interested Los Angeles County employees who are currently holding the payroll title of Student Worker, Item # R8242N (copies of your last performance evaluations and CWTAPPS time records from 2013 must be submitted with resume), or who are currently on the list for Student Worker (R8242N) may submit a resume, copy of Student Worker certification letter, and cover letter.

**Rancho Los Amigos National Rehabilitation Center
Department of Nursing
HB 156
7601 E. Imperial Hwy.
Downey, CA 90242
Attention: Aries Limbaga, Chief Nursing Officer
Phone: (562) 401-7911 Fax: (562) 803-6231
E-mail: jgabel@dhs.lacounty.gov**

Resumes will be accepted until the needs of the department are met. Only the most qualified candidates will be scheduled for an interview.

THIS IS NOT A CIVIL SERVICE EXAMINATION